



Volunteer Policy

Introduction

Lavington Pre-school is committed to the involvement, recognition and support of volunteers, and recognises that volunteering is a two-way process, which benefits both the volunteer and the setting. Volunteers are not used in the setting as a replacement for paid staff, but rather as their support. We are open to involving volunteers who reflect the diversity of the local community, in accordance with our Equality and Diversity Policy. This policy has been developed to ensure all volunteers are treated equally, fairly and consistently.

Ethos

At the heart of the pre-school's work are the six Early Years Learning Goals:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

We aim to encourage children to 'Learn Through Play' in activities that focus on these goals allowing them to safely explore in their own ways, both individually and in groups. It is not appropriate to expect realistic artwork or for the children to have all or part of an activity done for them so that it is 'right'. We encourage and support children's creativity, safety and independence in all areas.

Role and Responsibilities

The role of the volunteer at Lavington Pre-school is to assist the Manager and the staff in their day-to-day work with children in the setting to encourage them to learn through play.

This may be through general interaction with the children, supporting play-based activities where directed or in a specific agreed area of the volunteer's expertise.

The pre-school recognises its duty of care to volunteers by welcoming them into the setting, recognising and supporting their role, and minimising as far as reasonably possible any risks to their health and safety while on the premises. In return, we ask volunteers to make themselves familiar with and abide by the policies and procedures of the pre-school and the decisions of the Manager, staff and committee. **It is particularly important that, in line with the pre-school's Confidentiality Policy, anything volunteers see or hear within the setting is never discussed with anyone other than the staff team.**

Induction

Depending on their role, volunteers may be required to be mentored by a staff member through the induction period, where necessary. Volunteers must be familiar with and abide by the policies and procedures of the Pre-school in the Staff Induction Pack held in the setting. These include:

- Achieving & supporting Positive Behaviour
- Anti-bullying
- Collection/Non-collection
- Complaints
- Confidentiality
- Contagious Diseases
- Equality and Diversity
- Fire Evacuation
- General Data Protection Regulations Policy
- Health and Hygiene
- Health & Safety
- Safeguarding Children and Child Protection
- Safety
- Special Needs
- Staff Code of Conduct

Volunteers will also be required to have completed and sign the forms concerning Health Awareness, Medication Declaration, Confidentiality, GDPR and Emergency Contact, which will be held in the office.

The pre-school is committed to supporting flexibility in the setting, depending on the time commitments of each volunteer. However, it expects reasonable time-keeping and to be notified as soon as possible in the event of likely absence. We will agree a trial period with each volunteer to discover whether or not they feel comfortable in the role.

Expenses

We are only able to reimburse volunteer's expenses when incurred as part of an agreed pre-school activity, for example, purchasing ingredients for a food-based activity where directed. We cannot reimburse expenses for any other purpose, including travel, accommodation, subsistence or childcare.

Support

In order for the pre-school to support each volunteer in the setting, an informal individual appraisal meeting will be held after the agreed trial period and every 2 terms. A volunteer will be released where the Manager decides that the arrangement is no longer meeting the needs of the setting.

Insurance

Volunteers in the setting are covered by the pre-school's liability insurance.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Volunteer Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Volunteer Policy was adopted on:

Date: **Signed:**

Name: **Post:**

The Lavington Pre-school Volunteer Policy was reviewed on:

Date: **Signed:**

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